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**To:** O'Brien, Elisabeth (DPH); Saunders, Della (DPH); Glazer, Lisa (DPH); Corbett, Kate (DPH); Frasca, Daniela (DPH); Renczkowski, Daniel (DPH); Piro, Peter (DPH); Tran, Mai (DPH); Medina, Nicole (DPH); Lawler, Michael (DPH); Lleshi, Hevis (DPH)  
**Cc:** Sprague, Shirley (DPH); Zanolli, Janice (DPH); Phillips, Gloria (DPH)  
**Subject:** RE:lab car

Hi all, The lab now has a car which can be used for lab business. The key will be kept in the evidence office. Please read the information manual located in the copy/break room about proper procedures when using the car.

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**From:** O'Brien, Elisabeth (DPH)  
**Sent:** Wednesday, August 15, 2012 2:00 PM  
**To:** Saunders, Della (DPH); Glazer, Lisa (DPH); Corbett, Kate (DPH); Frasca, Daniela (DPH); Renczkowski, Daniel (DPH); Piro, Peter (DPH); Tran, Mai (DPH); Medina, Nicole (DPH); Salemi, Charles (DPH); Lawler, Michael (DPH); Lleshi, Hevis (DPH)  
**Cc:** Sprague, Shirley (DPH); Zanolli, Janice (DPH); Phillips, Gloria (DPH)  
**Subject:** Docushare

Here is the IP address fro the MASP intranet.

<http://170.154.201.33/>

When you go into docushare (see below) the username **and** new password is jplab.

Thanks,

Betsy

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Chuck and Betsy:

A docushare account has been set up for the Jamaica Plain Drug Lab.

The user name is jplab  
The temp password is 123456.

You can reset the password. This is the only account that will be available at this time for Jamaica Plain as we have a very limited number of licenses left for this application. I have been told by OTIS ( our IT dept) that more than one user can be logged in with same name at the same time. I have attached an introduction sheet to assist you.

To find docushare, just go to the same IP address you use to find Pay station. In the left hand column on the MASP intranet you will see Docushare. Click and then remember to click on Log in over in the right hand column as it is password protected.

The Forensic Services Folder will then appear. It is set up like the org chart of the FSG which is also found in this folder. The Drug Unit Protocols are in the Crime lab folder. The Safety, Security , Vehicle, Travel protocols are found in the All Forensic Services Units folder as they apply to everyone. When a protocol is sent

out that effects the Drug Unit, you will get an email. The system only allows one email notification per account.

Let me know if you have any problems or issues. Kenny can also help.

Nancy

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